

**From:** Paul VanReed/R3/USEPA/US  
**Sent:** 2/6/2012 8:18:13 AM  
**To:** Richard Fetzer/R3/USEPA/US@EPA  
**CC:** Bonnie Gross/R3/USEPA/US@EPA; Gerald Heston/R3/USEPA/US@EPA; Helen Duteau/R3/USEPA/US@EPA; Joanna Mcdonald/R3/USEPA/US@EPA; taylor.trish@epa.gov  
**Subject:** Re: SDMS Site File Created for Dimock

Rich:

Thanks! Sounds like a plan. I'll be sending an email today with instructions to everyone at Region HQ - I'd been waiting to get some things set up with Ft Meade first - so you'll see that too simply as an FYI. My hope is that having documents available in SDMS will minimize the requests that come your way.

One clarification on my request for "meeting notes" - not all meeting notes are records. According to the guidance, meeting notes that include "an Agency decision or [where a] commitment is made", are records and should be forwarded for inclusion in the site record.

Thanks!

Paul

PAUL R. VAN REED  
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**From:** Richard Fetzer/R3/USEPA/US  
**To:** Paul VanReed/R3/USEPA/US@EPA  
**Cc:** Bonnie Gross/R3/USEPA/US@EPA, Gerald Heston/R3/USEPA/US@EPA, Helen Duteau/R3/USEPA/US@EPA, Joanna Mcdonald/R3/USEPA/US@EPA, taylor.trish@epa.gov  
**Date:** 02/03/2012 03:44 PM  
**Subject:** Re: SDMS Site File Created for Dimock

Thanks Paul.

When I add something to the OSC web page, I will try and remember to email you. I would also suggest that you also monitor that page from time-to-time also.

Rich

Richard M. Fetzer  
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**From:** Paul VanReed/R3/USEPA/US  
**To:** Joanna Mcdonald/R3/USEPA/US@EPA, taylor.trish@epa.gov, Richard Fetzer/R3/USEPA/US@EPA  
**Cc:** Bonnie Gross/R3/USEPA/US@EPA, Helen Duteau/R3/USEPA/US@EPA, Gerald Heston/R3/USEPA/US@EPA

Date: 02/01/2012 08:39 AM  
Subject: SDMS Site File Created for Dimock

Joanna, Trish & Rich:

In an effort to capture a comprehensive record of the removal action at the Dimock Residential Groundwater Site, we have created a site file in SDMS. Our goal is to support the response team, HSCD staff and ORC by providing real-time access to site related records. While we acknowledge this is a departure from past "after-the-fact" record collection activities, it will hopefully assist you by limiting the post-response documents search that no one enjoys. We'd also like it to reduce the document demands that you receive while the response action is on-going.

As our goal is to support you and not distract from your response duties, we have captured the thirteen records that you posted on the epaossc.org website. We have also established an electronic document link to the Region 3 Laboratory at Ft. Meade to make lab data and reports easily accessible. All data and information, except the documents included in the Administrative Records, will be restricted to internal use only. Any public release of information from SDMS is subject to review and approval by the proper authority.

Here is what I'd like you to do:

1. Send me response related documents as they become available – emailing them to me is fine.
2. Copy or scan handwritten meeting notes and forward them to me in whatever method is practical for you – scanning and attaching to email would be the best – but if taking a picture with your cellphone and emailing the picture is all you can do – that will work too. Please give me as much context (date, purpose, etc.), about the notes to make future retrieval easier.
3. If your contractors generate documents that should be in the site file – you can have them email them directly to me.
4. If you have access to the Region 3 Shared Drives you can place document in:

L:\Share\CERCLA Records Center\Electronic documents for SDMS Inclusion\Dimock

Here is what I'm prepared to do:

1. Give priority to getting all Dimock related documents available on SDMS quickly.
2. Provide Records Center staff assistance in searching for documents – call 215-814-3024 and we'll do documents searches for you.
3. If you don't have computer access to SDMS, we'll retrieve and email documents you need.
4. If the volume of documents you need is too large for email, we'll burn them to CDs and overnight them to you.

The goal is to support your response efforts and not get in the way. So if there are other record support functions you need – please ask and we'll do all we can to respond.

Please give me a call if you have any questions.

Thanks,

Paul

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